

PUBLIC WORKS OPERATIONS COORDINATOR

NATURE AND PURPOSE OF WORK

Position is responsible for overseeing the work of inspectors who assess street, bridge and drainage problems, and coordinating repair projects. Work involves supervision of a staff of troubleshooters, engineering aides, and skilled laborers. Position reports to the division manager.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Directs the work of subordinates who perform inspections and recommend solutions to street, bridge and drainage problems. Orders supplies needed for projects and ensures their timely delivery. Writes specifications for materials to be purchased and processes purchase requisitions. Administers contracts for the spraying of herbicides on roadsides. Plans, organizes, and supervises the work of hourly rental contractors. Maintains timesheet information for contract workers. Keeps track of funds spent on each maintenance or repair project, and assists with budget preparation.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the methods, materials and equipment used in Public Works maintenance and repair projects.

Knowledge of practices and procedures used in street, bridge and drainage construction and maintenance.

Ability to schedule, assign, supervise and coordinate the work of subordinate personnel.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with government officials, other employees and the public.

DESIRABLE TRAINING AND EXPERIENCE

Completion of high school, or equivalent, supplemented by additional coursework in surveying, engineering, construction, or business management, and experience in street, bridge or drainage construction, maintenance, and inspection, including supervisory experience; or any equivalent combination of training and experience.